



UNIVERSITY OF
TORONTO

Information Resource: Audio Recording Accommodation

www.accessibility.utoronto.ca

www.uts.utoronto.ca/ability/

<https://www.utm.utoronto.ca/accessibility/>

The accommodation of use of an audio recording device (i.e. recording made by the student) to record lectures allows students with disabilities a more equal chance to receive and process information presented in class by supporting their notetaking needs. As with all accommodations, this accommodation is approved on an individual basis to mitigate or eliminate the student's disability-related impacts within the classroom.

Methods of making an audio recording may include an audio recording device, a Livescribe pen, or the use of recording software on a laptop or a cellular phone. Use of the accommodation of audio recording class lectures is subject to the following conditions:

- Recordings of class lectures are only for the student's personal use in study and preparation related to the class.
- The student may not share these recordings with any other person, whether or not that person is in their class, unless they are to be used in collaborative assignments (by design of the course) or if the instructor permits in writing to the student
- Improper use of recordings will be addressed through appropriate law or policy, including the *Code of Behaviour on Academic Matters*, the *Code of Student Conduct* and Canadian copyright law
- The student agrees to destroy any recordings that were made when they are no longer needed for their academic work (i.e. once the final exam is completed and all other academic work submitted).
- The lecture recording accommodation permits audio recording only. Videorecording, photographing, or otherwise reproducing lectures, course notes or teaching materials provided by instructors is prohibited.
- Recordings, or any part, are not to be distributed or copied via the Internet, using social media such as Facebook, peer-to-peer file sharing such as One Drive or Dropbox, or other distribution channels without the permission of the instructor.

Students who have been granted permission to audio record class lectures as an accommodation must agree to abide by each of these provisions. Audio recording outside of the typical classroom experience (including fieldwork, internships, clinicals, and etc.) may need to be discussed on a case-by-case basis in collaboration with the instructors, programs, site and/or Accessibility Services as appropriate.

Discussion between Student and Faculty Member

Students should meet with each instructor prior to the start of class each term (Summer, Fall, Winter) during office hours to request the instructor's permission to audio record each lecture. If the instructor expresses concern about this accommodation, the student will follow up with their Accessibility Advisor and inform them of the instructor's concern.

NOTE: Should students require assistance speaking with their instructor about recording please contact their Accessibility Office.

Classes That Contain Sensitive Material (i.e., Self-Disclosure)

Occasionally, instructors object to recording classes that involve a great deal of self-disclosure, personal reflection, or confidential discussions from students or presenters as part of the class, fearing that the recording device will inhibit students from sharing freely or would risk anonymity. However, it is important to remember that the use of the recording device is to substitute and support the student's note taking ability. If these open discussions are not appropriate subject matter for any student to be taking notes, then it would be appropriate to make a general announcement to the class and ask all students to stop note-taking in addition to turning off any recording devices.

If instructors have questions or concerns regarding the recording of their class discussions, or the nature of the information presented and discussed, please consult with a Accessibility Advisor in Accessibility Services.

Instructor's Right to Privacy and Protecting Copyright

If an instructor objects to the use of a recording device, it is typically because they maintain that a right to privacy of information discussed in the classroom is being violated or because there is a concern about a breach of copyright. However, the concerns about classroom privacy or copyright do not override the student's right to accommodation.

It is the responsibility of Accessibility Services to see that the instructor's concern for privacy and protection of copyright is respected and addressed while still assuring the availability of accommodation for the student. In some instances, instructors are reassured about this through the adoption of an agreement between the instructor and student that details the specific limited use of the recordings and arranges for their disposal when the purpose of the recording has been fulfilled. Accessibility Services can assist with the completion and oversight of such an agreement.

In the case of private use by students with disabilities, the instructor's consent must not be unreasonably withheld.